

Lansing, Michigan

September 5, 2000

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, September 5, 2000, at 11:00 a.m.

Present: Cathy Wilson, Deputy Director of State Government Affairs,
representing John Engler, Governor, Chairperson
Dan Gustafson, Chief of Staff, representing Dick Posthumus, Lt.
Governor
Theodore Hughes, Assistant Attorney General for Law, representing
Jennifer M. Granholm, Attorney General
Julie Croll, Deputy State Treasurer, representing Mark A. Murray,
State Treasurer
A. Edwin Dore, Deputy Secretary of State, representing Candice
Miller, Secretary of State
Carol Wolenberg, Deputy Superintendent, representing Arthur Ellis,
Superintendent of Public Instruction

Arlene Oisten, Secretary

Absent: None

Others Present: Wes Van Malsen, Department of Career Development; Sherry Bond,
James Burris, Kathy Jones, Joette Yauk, of the Department of
Management and Budget; Randy J. Knapp of the Department of
Transportation

1. CALL TO ORDER:

The meeting was called to order by Ms. Wilson. Reverend Casey Wells of Westminster Presbyterian Church in Lansing gave the invocation. Ms. Wilson led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved that the minutes of the State Administrative Board for the regular meeting of August 15, 2000, be approved as distributed. Mr. Hughes supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:
None

4. COMMUNICATIONS:

Correspondence from Alan H. Van Noord, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans Benefit Trust Fund as of June 30, 2000, and a report of investment transactions for the quarter ending June 30, 2000, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:
None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule:

Kent County Prosecutor's Office, 7/27/00
Charter Township of Shelby, Police Department, 7/18/00

Retention and Disposal Schedules:

Department of Community Health, Division of Immunization, 7/10/00
Department of Consumer and Industry Services, Unemployment
Agency, Office of Management Review, 4/24/00

Mr. Hughes moved that the Certified Retention and Disposal Schedule and the Retention and Disposal Schedule be approved and adopted. The motion was supported by Mr. Dore, and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following page)

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Ms. Croll presented the Finance and Claims Committee Report covering the regular meeting held August 29, 2000. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Finance and Claims Committee Report of August 29, 2000 be approved and adopted with the withdrawal of item number 55. The motion was supported by Mr. Hughes and unanimously approved.

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Ms. Croll presented the Building Committee Report covering the regular meeting held August 30, 2000. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of August 30, 2000 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. Dore gave the presentation of the Transportation and Natural Resources Committee Report for the regular meeting of August 30, 2000. After presentation and review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held August 30, 2000 be approved and adopted, noting that a letter had been received from the Director's Office explaining the retroactive agenda item. The motion was supported by Mr. Gustafson and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Dore moved the meeting be adjourned. The motion was supported by Mr. Hughes and unanimously approved. Ms. Wilson adjourned the meeting.

SECRETARY

CHAIRPERSON